

CALFED Bay-Delta Program

Memorandum

Date: December 1, 1999
To: All Members of the Bay-Delta Advisory Council
From: Olene Chard - (916) 653-2697/FAX (916) 654-9780
Subject: BDAC Meeting - Tuesday, December 14, 1999

As you know, the December 14th Council meeting will include a special luncheon to honor Lester Snow. In order for the meeting, luncheon and all of your travel arrangements to come together perfectly, we will need your assistance. Please fill out and **return the attached form to us by December 3rd**.

Arrangements have been made as follows:

1. **Meeting Location:** The Sterling Hotel, 1300 H Street, Sacramento (916) 448-1300.
2. **Lodging:** A block of rooms has been reserved for BDAC members on Monday, December 13th, at the **Hawthorn Suites**, 321 Bercut Drive, Sacramento (916) 441-1200 at the Federal Government rate of \$84 per night. This rate is \$5 above the allowable rate; however, it includes a full breakfast for which you will be reimbursed. The hotel is conveniently located off I-5 at the Richards Boulevard, just south of the Sacramento River. There is free shuttle service available from the Sacramento Airport. To order shuttle service, please call 1-800-618-0714.

The **Sterling Hotel** is a beautiful old Victorian hotel built in 1895, which is offering a special rate of \$139 per night for meeting guests. If you are interested in staying there and paying the amount above the \$79 amount allowed by the Federal Government, please indicate your choice on the form.

3. **Policy Group Meeting.** A Policy Group meeting is scheduled for Wednesday, December 15th. It will be held in Room 302-3 of the Sacramento Convention Center. If you plan to attend and need lodging for the night of Tuesday, December 14th, please indicate those needs on the form.
4. **Travel.** If you would like airline reservations made for you, please include the necessary information on the form. **All airline tickets must be purchased directly by CALFED to qualify for the Federal Government rate.**

Thanks very much for your cooperation. If there is anything you need, please just give me a call.